

FIRE AND LIFE SAFETY OFFICER I
OPEN EXAMINATION
STATEWIDE

SALARY RANGE: \$5,940 - \$7,214
FINAL FILING DATE: CONTINUOUS

STATE OF CALIFORNIA
DEPARTMENT OF GENERAL SERVICES



IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE SINCE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

TESTING IS CONSIDERED CONTINUOUS AS DATES CAN BE SET AT ANY TIME. THE TESTING OFFICE SHOWN BELOW WILL ACCEPT APPLICATIONS CONTINUOUSLY AND WILL BE NOTIFY AND TEST APPLICANTS AS NEEDS WARRANT.

WHO MAY APPLY This is an OPEN STATEWIDE examination for the Department of General Services. Anyone who meets the minimum qualifications as stated below may apply. Applications will not be accepted on a promotional basis. Career Credits do not apply.

HOW TO APPLY Applications are available upon request and may be filed in person or by mail. Resumes alone will not be accepted. Testing is considered continuous as dates can be set at anytime. The testing office shown below will accept applications continuously and will notify and test applicants as needs warrant. **FAXED APPLICATIONS WILL NOT BE ACCEPTED.** Submit applications to:

DEPARTMENT OF GENERAL SERVICES
OFFICE OF HUMAN RESOURCES
MAILING ADDRESS: P.O. BOX 989052
WEST SACRAMENTO, CA 95798-9052

STREET ADDRESS: 707 THIRD STREET, 7TH FLOOR
WEST SACRAMENTO, CA 95605

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

CROSS FILE – TWO CLASSES If you meet the entrance requirements for this class and for Fire and Life Safety Officer II, you may file for both exams on a single application.

SPECIAL TESTING ARRANGEMENTS If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the application. You will be contacted to make specific arrangements.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION Applicants must meet the experience/education requirements by the final filing date. Your signature on your application indicates that you have read, understood and possess the qualifications required. Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as “Either I”, or “Or II”, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

NOTE: Applications/resumes **MUST** contain the following information: "to" and "from" dates (month/day/year), time base, civil service class title(s), and range, if applicable. College course information **MUST** include: title, semester or quarter credits, name of institution, completion dates, and degree (if applicable). **Applications/resumes received without this information may be rejected.**

COMPETITION RESTRICTIONS Competitors, who are eliminated fro not meeting the minimum requirements as stated on this examination bulletin, may reapply when the entrance requirements are met. Unsuccessful competitors who do not attain a minimum rating of 70% must wait 12 months from the date of disqualification before reapplying. Successful competitors establishing list eligibility for 12 months, are restricted from re-applying again during the 12 month eligibility period indicted on your notice.

MINIMUM QUALIFICATIONS Education: Equivalent to graduation from an accredited four-year college with a major in fire service administration, fire protection administration and technology, fire science, engineering, architecture, chemistry, physics or a related field. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)
AND
Experience: Two years of experience in either (1) building inspection work at journey level or above involving fire and life safety code compliance, one year of which shall have been in an independent decision-making capacity; or (2) performing plan review, technical inspection, and/or supervision of general construction projects including fire and life safety code compliance in a public agency such as building departments or fire departments for government agencies or a private company such as architectural and engineering firms.

SPECIAL PERSONAL CHARACTERISTICS Willingness to travel throughout the State or an assigned area of the State; reliability; tact; and keenness of observation; good memory for details; physical stamina necessary to perform the duties necessary of the position.

THE POSITION This is the first working level in the fire and life safety program. Under lead direction, incumbents within an assigned geographical area are responsible for ensuring compliance with fire and life safety codes, regulations and standards as contained in Titles 19 and 24 of the California Code of Regulations; performing work of average difficulty which includes the review of plans, specifications, addenda, change orders, deferred approvals and other pertinent material; performing inspection work of average difficulty on an as needed basis; and advising project participants on construction methods, techniques and materials, and fire and life safety code related matters. Positions exist in various locations throughout the State.

SEE REVERSE FOR ADDITIONAL INFORMATION

EXAMINATION INFORMATION	<div>Performance Test – Weighted 30% Qualifications Appraisal – Weighted 70 %</div> <p>This examination will consist of a Performance Test weighted 30% and a Qualifications Appraisal Interview (QAP), weighed 70%. In order to obtain a position on the eligible list, a minimum rating of 70 percent must be attained in each phase of the examination. Competitors who do not appear for the interview will be disqualified. The examination will be scheduled at various locations throughout the State as the need warrants.</p>
SCOPE	<p>In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:</p> <div><div>A. Knowledge of:</div><div><div>1. Plan review code applications.</div><div>2. General building code applications.</div><div>3. Basic engineering, architectural and building design practices and procedures.</div><div>4. Standards, methodology and terminology used in the building construction industry.</div><div>5. Code compliance in fire and life safety.</div><div>6. Fire protection equipment and systems.</div><div>7. Exiting systems.</div><div>8. Mechanical and electrical systems and components.</div><div>9. Standards and methods of construction.</div><div>10. Construction documents and reports.</div><div>11. Methods of conducting building construction inspections.</div><div>12. Titles 19 and 24, California Code of Regulations.</div><div>13. Fire Protection and Prevention standards established by nationally recognized agencies such as the National Fire Protection Association.</div></div><div><div>B. Ability to:</div><div><div>1. Analyze situations accurately, reason logically and take effective action.</div><div>2. Check plans and specifications for design materials and code conformance.</div><div>3. Inspect facilities for fire and life safety code compliance.</div><div>4. Prepare clear and comprehensive correspondence and reports on investigations, inspections, and surveys.</div><div>5. Communicate effectively and make presentations.</div><div>6. Establish and maintain the confidence and cooperation of those contacted in the work.</div><div>7. Provide clarification and guidance regarding the application of codes, regulations, and laws.</div></div></div></div>
ELIGIBLE LIST INFORMATION	<p>An OPEN-STATEWIDE eligible list will be established for the Department of General Services. Names of successful candidates will be merged on to the list in order of final scores regardless of the date eligibility established. Eligibility expires 12 months after it is established.</p>
VETERANS' PREFERENCE	<p>Veterans' Preference Credit will not be granted in this examination since it does not qualify as an entrance examination under the law.</p>

GENERAL INFORMATION

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, s/he will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department, the Department noted on the bulletin or on the Internet at <http://www.spb.ca.gov>.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of General Services reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with the civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant as determined by the departmental testing office. Ordinarily, interviews are scheduled in Sacramento, San Francisco and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open exams investigation may be made of employment records and personal history--fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the depth, breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her efforts toward self-development.

Veterans' Preference: If this examination is an entrance examination as defined in Government Code Section 18973.5, veterans' preference credits will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, **VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' CREDITS.** Directions for applying for veterans' preference are on the Veterans' Preference Application form which is available form the State Personnel Board office and the Department of Veterans Affairs, P. O. Box 1559, Sacramento, CA 95807.

High School Equivalence: Equivalent to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.